

How to Fill out a Travel Reimbursement form

As of 9/21/2022

Once all travel is completed, you need to fill out the Travel Reimbursement form ASAP. This is due to Caroline Trotto by the 10th of the following month of travel. (Ex. If you travel in September, your travel expenses are due to Caroline by October 10th. But you are encouraged to submit them early!)

NEVER save these to your desktop, always pull them from the website, Finance will update these periodically and they will not reimburse you if you fill out the wrong form.

- a. Type in your name **and** Timekeeper number (It is the first number you use when you clock in)
- b. School/Department: Your school/CTE
- c. Position: Teacher, CDC, CIMC, etc.
- d. Purpose of Travel: Whatever you put in for your Prior approval as the name of conference/seminar/training
- e. Total expense: This auto fills, you do not need to do anything with this.
- f. Account Number: You leave this blank; this will be filled in at the county office level.
- g. Dates: Need to be consecutive, put all dates that you put on your prior approval. If the date isn't on the prior approval, we cannot reimburse.
- h. From/to: Starting point to ending point. NEVER PUT HOME! You cannot claim your home address as your starting place, it must be your school. If you travel from school to conference to hotel all in one day, put it all in that block
- i. Place your odometer readings in the provided section. If you chose to not do odometer readings, you can add a map of your travel instead. You will need to put the total miles traveled (must match the map mileage) in the "Out" section for it to total correctly.
- j. Other expenses: B, L, D, M means Breakfast, lunch, dinner, and Miscellaneous
 - i. Breakfast can be reimbursed at the per diem rate only if it wasn't provided already, and if you left before 6:00am. Lunch can be reimbursed at the per diem rate only if it wasn't provided and if you stayed the night. Dinner can be reimbursed at the per diem rate only if it wasn't provided and if you did not get home until after 8:00pm
 - ii. Miscellaneous could be hotel, parking, luggage claims, (anything you put in the "other" Section on the prior approval.

Name & TK #	John Smith 12345		School / Department	JM Robinson High School/CTE			
Position	Teacher		Purpose of Travel	CTE Fall Conference			
Total Expense	\$ 560.82		Account Number				
	Travel			Mileage			
Date	From	To		Odometer Reading or Map w/ Miles	Cost @ \$0.625		Other Expense
10/1/2019	JM Robinson High School	Raleigh Conference Center	IN	10,235.00	75.00	B	8.60
			Out	10,355.00		L	11.30
			In		0.00	D	19.50
	Hotel cost		Out			M	326.52
10/2/2019	Raleigh Conference Center	JM Robinson High School	IN	0.00	75.00	B	8.60
			Out	120.00		L	11.30
			In		0.00	D	
	Parking		Out			M	25.00
			IN			B	

- k. Once you have completed the form in its entirety, print "fit to page", Print your name as the Claimant and sign and date it.

- l. You will need to attach your *original Prior Approval* and all supporting documents that you are needing reimbursement for.
(ex. Registration receipts, maps of travel if you didn't put in odometer reading, hotel receipts with a zero-balance total, any cab/uber receipts. Meals are reimbursed on a per diem rate (no receipt needed))
- m. Submit to Caroline (Before the 10th of the following month of travel) by courier, or hand deliver. Caroline will have the Director sign/approve and then Caroline will submit to finance and CC you. If everything is correct, Finance will direct deposit it to your account. (This is about a 2-week process)